

books, records, and files needed for audit and inspection purposes.

358. When visited by a special agent for the purpose of making an audit, disbursing agents and their deputies are required to open and make available all office safes, vaults, cash boxes, compartments, etc., for audit and inspection without awaiting a request or demand therefor from the agent.

359. Save in very exceptional cases, special agents are not expected or required to do detail clerical work which the local office personnel can and should perform.

360. Whenever request is made by traveling officials for clerical or stenographic assistance, in connection with their duties, the local work should be so adjusted as to make the rendering of such services most convenient.

361. Unless otherwise directed by the Indian Office, instructions issued by special agents with regard to fiscal and accounting matters should be strictly observed.

#### INDIVIDUAL MONEYS

362. Individual moneys are of five classes, viz., Individual Indian Moneys, Special Deposits, Outstanding Liabilities, Interest on Individual Moneys, and Invested in Securities.

363. Individual Indian Moneys.--Individual Indian Moneys are funds the ownership of which has been determined to vest in individual Indians. Funds of the following general description fall within this class:

- (a) Proceeds of sales of real and personal property belonging to individual Indians.
- (b) Rentals of Indian allotments, etc.
- (c) Shares of per capita payments not paid direct.
- (d) Voluntary deposits.
- (e) Pupils' funds.
- (f) Interest credited to accounts.
- (g) Collections from miscellaneous sources.

When the balance in an account remains unchanged during a 6-month interest period, a shorter method of computing interest earned will be to multiply by the rate obtained as above described and to multiply the product by the balance in the account. As an illustration, assume that interest collected totals \$428.92, that the sum of the 10-day balances in the appropriation ledger accounts is \$384,102 and that the sums of the 10-day balances in the various individual accounts are as follows: Account A, \$61,019; account B, \$87,511; account C, \$58,408; outstanding liabilities account, \$42,718; and special deposits account, \$134,446; total, \$384,102. Applying this rate to the sum of the 10-day balances in each account shown above, the following interest credits result: Account A, \$67.98; account B, \$97.49; account C, \$65.07; outstanding liabilities account, \$47.59; and special deposits account, \$149.77; total, \$427.90.

431. Interest will be transferred by journal voucher from "Interest on Individual Moneys" to "Individual Indian Moneys" and "Sundry Receipts". The distribution should be made promptly after the close of the semi-annual period and in no case later than the end of the succeeding quarter, unless more time is specifically granted for the distribution by the Commissioner of Indian Affairs. A list of the accounts credited with interest and the respective amounts credited must be attached to the journal voucher. A small undistributed balance will remain in the interest account. This will be retained and added to the interest accumulating at the next distribution date, provided that interest may be credited on accounts closed during the next semi-annual period on the basis of the rate last used for general distribution of interest, if a sufficient balance is held in reserve; otherwise, interest will not be credited

closed accounts until the next general distribution date.

432. No interest will be allowed on open accounts, if the amount earned is less than 10 cents, nor on closed accounts, if the amount earned is less than 1.

433. ~~Interest on special deposits, outstanding liabilities, and pupils' funds will be transferred to Sundry Receipts and deposited to the credit of the United States.~~

434. Canceled checks.--A disbursing agent may cancel a check issued on a local depository by himself for which credit has been taken and which has not been indorsed and make necessary adjustments on his records. Canceled checks must be recorded on the journal voucher used to recredit the amount involved in the accounts.

435. A disbursing agent, however, must not cancel a local check issued by another disbursing agent, but such checks should be forwarded to the Indian Office, which will instruct the depository as to necessary adjustments.

436. All canceled checks shall be transmitted at the close of each month directly to the General Accounting Office, audit division.

437. Undelivered checks.--All checks on Indian money depositories should be promptly delivered. Those which cannot be delivered should be indorsed, if the payees are restricted Indians, and credited to their individual accounts. Otherwise, the checks should be canceled and/or handled as directed in paragraphs 434, 435, and 436.

(a) Unofficial checks payable to the order of restricted Indians, if undeliverable, will be indorsed by the superintendent as ex-officio guardian and credited to the Individual Money accounts of the payees.